



AGENDA
Committee on Personnel
Wednesday, February 3, 2016 @ 4:00 p.m.
10th Floor Conference Room, City Hall

Councilmember, Jessica Yorko, Chair
Councilmember Judi Brown Clarke, Vice Chair
Councilmember Patricia Spitzley, Member
Councilmember Jody Washington, Member

1. Call to Order

2. Roll Call

3. Approval of Minutes

- September 21, 2015

4. Public Comment on Agenda Items

5. Discussion/Action:

- A. RESOLUTION - City Council Internal Auditor Temporary Contract
- B. City Council Internal Auditor Position

6. Adjourn



COMMITTEE on Personnel

DATE 2/3/16

Please print

NAME

ADDRESS

EMAIL

Representing

PHONE

~~##~~ Joe Abhood

Mark Dotson

Donna Black

COA

COA

HK



MINUTES
Committee on Personnel
Wednesday, February 3, 2016 @ 4:00 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 4:03 p.m.

ROLL CALL

Council Member Jessica Yorko, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson
Council Member Patricia Spitzley, Member
Council Member Jody Washington, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Joseph Abood, Deputy City Attorney
Mark Dotson, Deputy City Attorney
Donna Black, Human Resources

MINUTES

MOTION BY COUNCIL MEMBER BROWN CLARKE TO APPROVE THE MINUTES FROM SEPTEMBER 21, 2015. MOTION CARRIED 4-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

DISCUSSION/ACTION

Council Member Yorko referred the discussion to Council Member Brown Clarke since the topics began in Committee on Ways and Means.

RESOLUTION – City Council Internal Auditor Temporary Contract

Council Member Brown Clarke informed the Committee that in Ways and Means they have been looking at the position of the Internal Auditor and what the position addresses with audits. The role was going to expand and with the recent retirement announcement of Mr. DeLine Council can reshape for fiscal and performance audits. A fiscal audit is allowable costs; a performance audit addresses if your outcomes are meeting the intent of your goals. Mr. DeLine was asked to research other municipalities that were doing such audits. Council is currently approaching the budget process so there would be a gap from retirement and filling the position. A scope of work for the temporary contract was referenced as Attachment A of the contract. Ms. Black asked that Ms. Banks in HR receive a copy of the documents when

Council is ready to post for filling the position. Council Member Yorko asked Mr. Dotson if there were issues with the breakdown between employee and now contracted staff. Mr. Dotson noted that there needs to be special separation from employment so Mr. DeLine he can receive retirement benefits and this contract. Items that might support his separation and now temporary contract include a reduction in hours from what he was doing, a difference in work responsibilities and pay. It appears the contract represents a significant change in his scope of work and time frame. Council Staff left the meeting to make copies of the Internal Auditor currently job description. The Committee made one change to the contract, that being page 2, item 8 will now state "not to exceed 32 hours bi-weekly", instead of the "not exceed 16 hours per week". Council Member Yorko asked who monitors the hours, and Council Member Brown Clarke noted the Council President signs off on all Council Staff timecards.

The Committee reviewed the current job description and determined there are differences between the scope of work with the temporary contract and the job description for the position.

Council Member Yorko asked if Mr. DeLine was contributing to the search for his replacement and Council Member Brown Clarke noted that in Ways and Means they were talking already about the process of the position and he had researched that, but not his position or job description. It was also noted he would not be involved in screening any new applicants.

The group discussed the different contracts and project specific with deliverables. Council Member Brown Clarke confirmed that once a contract has been agreed upon Mr. DeLine will be given a timeline of deliverables. Council Member Washington pointed out that the draft contract in front of the Committee does address termination with no notice and being "At-Will". It would be the responsibility of the Council President to make sure Council is getting what has been asked of Mr. DeLine. Council Member Brown Clarke agreed that her plan is to provide updates at the Personnel meeting with updates on deliverables and status on outstanding deliverable.

Law confirmed the proposed pay does not need to change, and neither had Law nor Human Resources representatives had any further questions.

Council Member Spitzley asked if item 13 on page 3 was acceptable by Law. Mr. Dotson confirmed. Mr. Abood stated he would like to double check the change to the 32 hours bi-weekly. It was confirmed that confirmed should be presented to Council Staff prior to Friday or a special meeting of the Committee on Personnel will be held on Monday, February 8, 2016.

City Council Internal Auditor Positions

Council Member Brown Clarke noted to the Committee that this is an opportunity for the Committee to look at does this office best serve Council and there may be clearer skills that this position needs. Council Member Washington commented there are no checks or balance with one person, and no way one person can perform the office responsibilities, therefore the Committee should look at more than one person. This position will need more checks and balances if Council goes to Performance Based Budgeting, and there will be more liability. One requirement noted by the Committee is that the person or persons have accounting degrees, CPA required. Council Member Brown Clarke offered one suggestion of contracting with a retired municipal accountant that is familiar with municipal accounting. Council Member Spitzley questioned the other members on if it can be a contract position or what their thoughts were on a permanent full time position. The Committee agreed there needs to be one full time employee so they will build up a relationship with the departments and staff. There can be a contract employee on part time if needed.

The Committee continued discussions on the position, noting it should not be rushed, and it should include the CPA requirement, desk audit productivity, and they considered sources for filling the position. It was noted the Committee should look to members of the Financial Health Team to offer suggestions on filing it, utilizing municipal sites and Robert Half Company.

Council Member Brown Clarke confirmed again that Mr. DeLine is not driving the process and that in Ways and Means the Committee is looking at what does performance based audit looks like and what form. In that search process it was determined some communities do not have their Auditors housed in Council offices. Council Member Spitzley questioned if Mr. DeLine should be performing this research at this time, and Council Member Brown Clarke noted he is only providing the information he found on cities that use performance based budget and in turn performance based audit, however Council will do the research on the position.

Ms. Black was asked to make contact with Robert Half for their services and then provide more information on what they offer, pay scale, temp service contract, and pay ranges.

The Committee determined they will meet next on Wednesday, March 9th at 4 p.m.

ADJOURN

The meeting was adjourned at 5:05 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on March 9, 2016



MINUTES
Committee on Personnel
September 21, 2015 @ 2:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 2:33 p.m.

ROLL CALL

Council Member Judi Brown Clarke, Chairperson
Council Member Tina Houghton, Vice Chairperson
Council Member Kathie Dunbar, Member- arrived at 2:41 p.m.
Council Member Jessica Yorko, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Ashley Banks, HR Hiring Specialist- left at 2:45 p.m.

MINUTES

MOTION BY COUNCIL MEMBER HOUGHTON TO APPROVE THE MINUTES FROM JULY 27, 2015. MOTION CARRIED 3-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

DISCUSSION/ACTION

Interviews

Council Member Brown Clarke outlined the interviewing process and the Committee determined the rotation of questions. Ms. Banks handed out an *Interview Briefing* breakdown.

Christine Klaver

Introductions and then the Committee asked the interview questions in order followed by answers and examples. "Competency: Administrative", "Effective Communication", "Problem Solving". Council Member Dunbar asked a follow up question: "When there was a time when you or your supervisor disagreed with what should come first?", "Teamwork". Ms. Klaver asked one question pertaining to the working relationship between this position and Council Members. It was noted to her that the Office Manager is to determine the priorities. Council Member Dunbar added that things will go thru the Council President, then the Office Manager, and if someone comes to them directly they should question it with the office manager.

DRAFT MINUTES

Council Member Brown Clarke outlined the next steps, noting all applicants should hear something by October 2, 2015, and then the resolution for hiring will be in front of City Council on October 12, 2015.

Madeline Dasen

Introductions and then the Committee asked the interview questions in order followed by answers and examples. "Competency: Administrative", "Effective Communication", "Problem Solving". Council Member Dunbar asked a follow up question: "When there was a time when you or your supervisor disagreed with what should come first?", "Teamwork".

Ms. Dasen asked who was in the office full time, if they were all open to daily communications and what is the meeting dates. Council Member Houghton confirmed to her that Council are elected officials working part time with other full time jobs, assuring her that the Office Manager is full time along with the Internal Auditor. The Council Members can be reached 24/7. Lastly meeting days were provided.

Council Member Brown Clarke outlined the next steps, noting all applicants should hear something by October 2, 2015, and then the resolution for hiring will be in front of City Council on October 12, 2015.

Courtney Vincent

Introductions and then the Committee asked the interview questions in order followed by answers and examples. "Competency: Administrative", "Effective Communication", "Problem Solving". Council Member Dunbar asked a follow up question: "When there was a time when you or your supervisor disagreed with what should come first?", "Teamwork".

Ms. Vincent asked what strong attributes any candidate can bring to the position. Council Member Brown cited professionalism, communication, and working directly with the office manager who will delegate. Council Member Dunbar added ability to have a good sense of boundaries, dealing with conflicting deadlines, and the ability to say no. Council Member Yorko concluded by adding customer friendly component, and organization; communication with supervisor.

Ms. Vincent gave details on a time marked agenda with audio from her previous government entity the Committee was interested in pursuing.

Ms. Vincent asked each Council Member what drew them to be a Council Member, and then added her interest in working in government.

Council Member Brown Clarke outlined the next steps, noting all applicants should hear something by October 2, 2015, and then the resolution for hiring will be in front of City Council on October 12, 2015.

Ms. Vincent left the interview and the Committee began scoring the applicants.

Ms. Vincent

Administrative- 5
Effective Communication – 4.5
Problem Solving – 5
Teamwork – 4.5
TOTAL - 19

DRAFT MINUTES

Ms. Dasen

Administrative- 3
Communication – 3.5
Problem Solving – 4.5
Teamwork – 4
TOTAL- 15

Ms. Klaver

Administrative –2
Communication-3
Problem Solving- 3
Teamwork-4
TOTAL - 12

The Committee then determined that the final rankings would be:

- #1 – Ms. Vincent
- #2 – Ms. Dasen
- #3 – Ms. Klaver

The tally documents will be forwarded to HR by Council Staff on Tuesday, September 22, 2015.

ADJOURN

The meeting was adjourned at 5:20 p.m.
Submitted by, Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on_____.

BY THE COMMITTEE ON PERSONNEL
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, with the retirement of the City Council's Internal Auditor, the City Council is in need of temporary assistance to continue to timely fulfill its duties and obligations per the City Charter; and

WHEREAS, the Committee on Personnel met on Wednesday, February 3, 2016 and determined that the recently retired Internal Auditor can return and assist City Council on a temporary basis starting February 9, 2016 and working thru May 31, 2016; and

WHEREAS, the Internal Auditor will work 16 hours a week under contract performing tasks temporarily in the capacity of Internal Auditor within the constraints of the current FY2015/2016 budget.

THEREFORE BE IT RESOLVED, the Lansing City Council hereby approves entering into a temporary contract with James DeLine for temporary services in the position of the Internal Auditor on the execution of a contract for a period mentioned above.